

## CHIEF CODES ENFORCEMENT OFFICER - 3119

### **General Definition of Work:**

Performs difficult professional and responsible executive work overseeing the enforcement of County and State building codes. Work is performed under the general supervision of the Commerce Director. Supervision is exercised over codes enforcement section personnel.

### **Essential Functions/Typical Tasks:**

**Planning, directing, analyzing, managing, supervising and participating in all functions of the Construction Standards Division and inspection activities associated with the NC Building Code; provides direct supervision for Senior Code Enforcement Officers and plan review.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Oversees the development and maintenance of policies and procedures for the administration of the building permits and contractor license ordinances.
- Responsible for employment, directing, training, evaluating staff and has substantial influence in employment decisions.
- Plans, coordinates, supervises and participates in the inspection and enforcement process of site development, building, electrical, mechanical, plumbing, fire and life safety plan review and inspection activities with the responsibility for enforcing the laws, ordinances and codes relating to construction in the County.
- Instructs and review the work of subordinates, performing site visits as required to assist with problem cases.
- Receives inspection requests and answers code related questions from contractors.
- Issues stop work orders, official citations, and other notices of violations as appropriate.
- Issues permits required by County codes and ordinances for industrial, commercial, and residential construction.
- Administers, interprets and enforces building permit and contractor license ordinances.
- Assists Fire Marshal with arson investigations.
- Assists other County staff with administering County building projects.
- Performs duties outlined in the Emergency Operations Plan.
- Assists with permit issuance and other codes enforcement administrative and clerical duties as assigned.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, government officials, and the general public; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to communicate simple words, sentences, and phrases orally and in writing in the Spanish language is desirable.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with major course work in planning, engineering, public administration or related field; extensive experience in code enforcement and inspections work. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects ; work requires climbing, balancing, stooping, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of a Level III Standard Certification in the building trade. Certification in additional trades preferred. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

HR revised 1-5-2012